

# Contact Us

## Washington D.C.

374 Russell Senate Office Building  
Washington D.C. 20510  
Phone: 202.224.4814

## Indianapolis

115 N. Pennsylvania Street  
Indianapolis, IN 46204  
Phone: 317.822.8240

# How to Apply

Visit our Internship link:

**[braun.senate.gov/services/internships](http://braun.senate.gov/services/internships)**

The deadlines to apply for each session can be found on our website.

For additional information or questions call our Washington D.C. Office at **202.224.4814** or our Indianapolis Office at **317.822.8240**.



# Connect

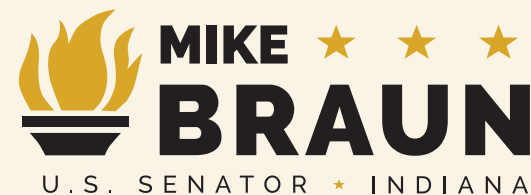
**[twitter.com/SenatorBraun](https://twitter.com/SenatorBraun)**

**[youtube.com/channel/UCQ0zjR4CJEAbv3522PJfA](https://youtube.com/channel/UCQ0zjR4CJEAbv3522PJfA)**

**[facebook.com/SenatorBraun](https://facebook.com/SenatorBraun)**

# STUDENT INTERNSHIP PROGRAM

WASHINGTON D.C.  
INDIANAPOLIS



**[braun.senate.gov](http://braun.senate.gov)**





# Become an intern for Senator Braun

Senator Braun's office offers summer, fall, and spring internship opportunities for college students, recent college graduates, and others in both his Washington D.C. and Indianapolis offices.

The purpose of the program is to give interns firsthand knowledge of how a Senate office operates on a daily basis, to observe the legislative process at the federal level, and to develop research skills related to public policy.

## **Session Dates:**

Spring: January - April

Summer I: May - June

Summer II: July - August

Fall: September - November

## **Intern Responsibilities:**

- Responding to constituent requests
- Updating computer records
- Drafting correspondence
- Tours of the Capitol (D.C.)
- Preparing briefing summaries
- Observing floor proceedings
- Attending meetings and briefings
- Researching policy
- Individual projects according to an intern's interests

## **Needed for Application:**

- Resume
- Cover Letter
- Two letters of recommendation
- One page 250 word essay explaining your interest